PERSONNEL TRAINING RECORD FOR HAZARDOUS WASTE MANAGEMENT (for your records)

EMPLOYEE NAME:_____

JOB TITLE:_____

EMPLOYEE'S HAZARDOUS WASTE MANAGEMENT AND/OR EMERGENCY RESPONSE DUTIES:

_____

_____

SUMMARY OF HAZARDOUS WASTE TRAINING RECEIVED

Date of training_____   ☼ Type of training: _____introductory _____refresher

Name of instructor_____   Employee Signature_____

Check areas covered during hazardous waste training:

	License Requirements		Tanks		Emergency Response
	Management plans		Labeling		Emergency Equipment location
	License posted		Inspections		Emergency Equipment maintenance
	Accumulation of Wastes		**Manifests**		Emergency Equipment use
	Hazards of each waste		Proper completion		Telephone posting
	Storage time limits		Copy distribution		Response to spills
	Satellite accumulation		Land disposal restrictions		Response to fires
	Containers		**Record Keeping**		Response to explosions
	Labeling and marking		Container/tank inspections		Local authority arrangements
	Keeping containers closed		Personnel training		Evacuation routes
	Weekly inspections		Manifests/shipping papers		
	Aisle space		Weekly inspections		
	Outdoor storage		**Other (specify)**		
	Indoor storage				
	Waste Minimization				
	Reduce/reuse/recycle				

Minn. Rules pt. 7045.0292, subp. 5, item H(3) requires that Small Quantity Geneators ensure and document that all employees are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities during normal facility operations and emergencies.

☼ SQGs are not required to conduct annual review sessions of hazardous waste training; however, an additional training session may need to be conducted. The following are examples of situations where additional training sessions are needed:
    ____hiring of new employees with hazardous waste and/or emergency response duties
    ____change in employee's hazardous waste duties (such as change in emergency coordinator)
    ____change in hazardous wastes generated by the company

01/19/06